

*BDDS Portal Provider Training 1:*

# *Accessing the BDDS Portal*

September 25, 2018



# Your Account Invitation to the BDDS Portal

Welcome! The very first step to accessing the BDDS Portal is to Activate your Account. Check your email for your personalized account invitation.

If you haven't received an email, please contact your System Administrator.

*Note: For the initial release only (September 2018)*

- Email invites will be automatically distributed to Provider Agency NOA email address(es). Multiple emails within an agency may receive an invite. Each invite is for *one* System Administrator user account based on the recipient's email address.
- At least one of these accounts must be activated in order for your agency to set-up new users. It is your responsibility to create any subsequent, additional user accounts.



# Invitation to the BDDS Portal

From: [BDDSPortalAccess@fssa.in.gov](mailto:BDDSPortalAccess@fssa.in.gov) [mailto:[BDDSPortalAccess@fssa.in.gov](mailto:BDDSPortalAccess@fssa.in.gov)]

Sent: Wednesday, August 29, 2018 3:36 PM

To: Jane Doe

Subject: Your Invitation to the BDDS Portal

Provider Agency: Sample Provider Agency

Welcome! A new user account for the BDDS Portal has been created for you.

## Action is required to complete your account set-up.

Click on this unique link to create a password and activate your account → [BDDS Portal One-Time Account Activation](#)



Click Here

After initial activation of your account, you may want to bookmark this URL for direct access to the system:

**BDDS PORTAL Website** → <https://cmportal.fssa.in.gov>

For reference, your login is: test@test.com

Your account activation link will expire in 30 days. If you have questions or your link has expired, please contact your system administrator. System administrators may submit JIRA tickets if further assistance is needed from the BDDS helpdesk.

DO NOT REPLY TO THIS EMAIL. This inbox is not monitored and your message may be automatically discarded.



## BDDS Portal One-Time Activation

- The link in your email invite is specific to one user account
- Clicking the link will direct you to a screen where you can:
  - View your login
  - Create a password
  - Accept the Terms & Conditions
  - Activate the Account
- Your login was assigned by your System Admin and is not editable.
- Do not share your invite. Additional users must request an account from the System Admin to receive their own email invite.



# Activate User Account

## Activate User Account

Welcome to the BDDS Portal!

Your login is available below. Please create a password and review/accept the Terms & Conditions.

Login

Password

Confirm Password

**Create password**

To activate your account, you'll need to agree to these Terms & Conditions:

Terms and Conditions

User acknowledges it must fully comply with the HIPAA Privacy & Security Rules under 45 CFR Parts 160 and 164 when accessing this system. Users of this system agree to implement reasonable and appropriate administrative, technical and physical safeguards to protect the confidentiality, integrity and availability of all Protected Health Information and any and all other confidential information accessible on or through the

**Accept Terms**

I accept the Terms and Conditions above.

Click "Activate Account" to complete your set-up. You'll be redirected to a login screen where you can enter your new credentials to access the BDDS Portal.

Activate Account

**Activate Account**

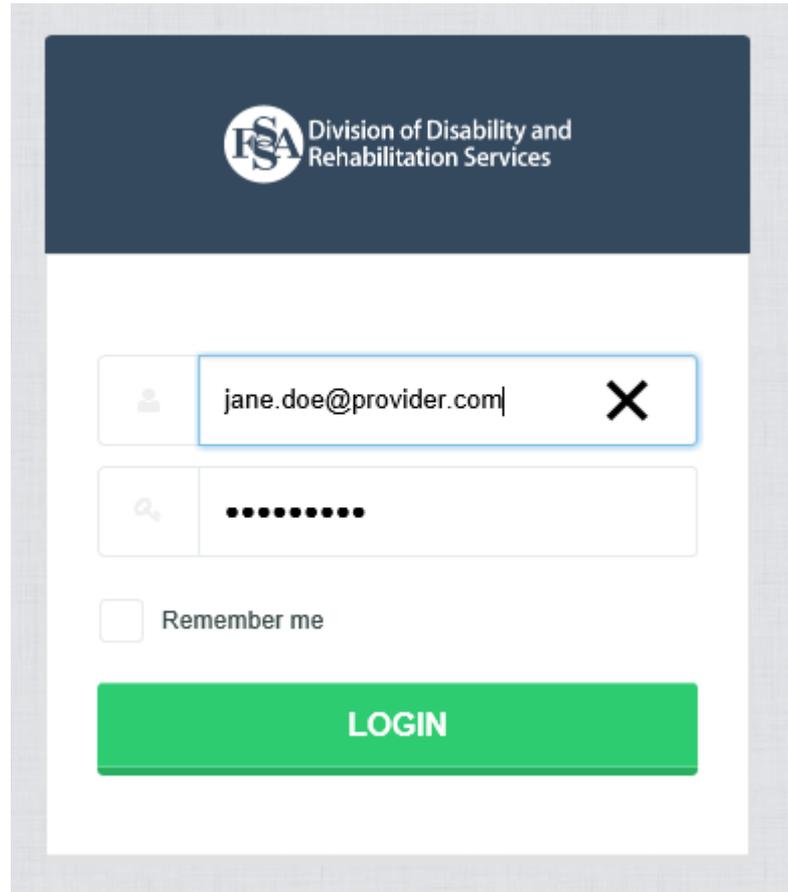
Click Activate Account, and you'll be redirected to the BDDS Portal login screen.

You only need to activate your account once.



# Login to BDDS PORTAL

Use your assigned login and the password you just created.



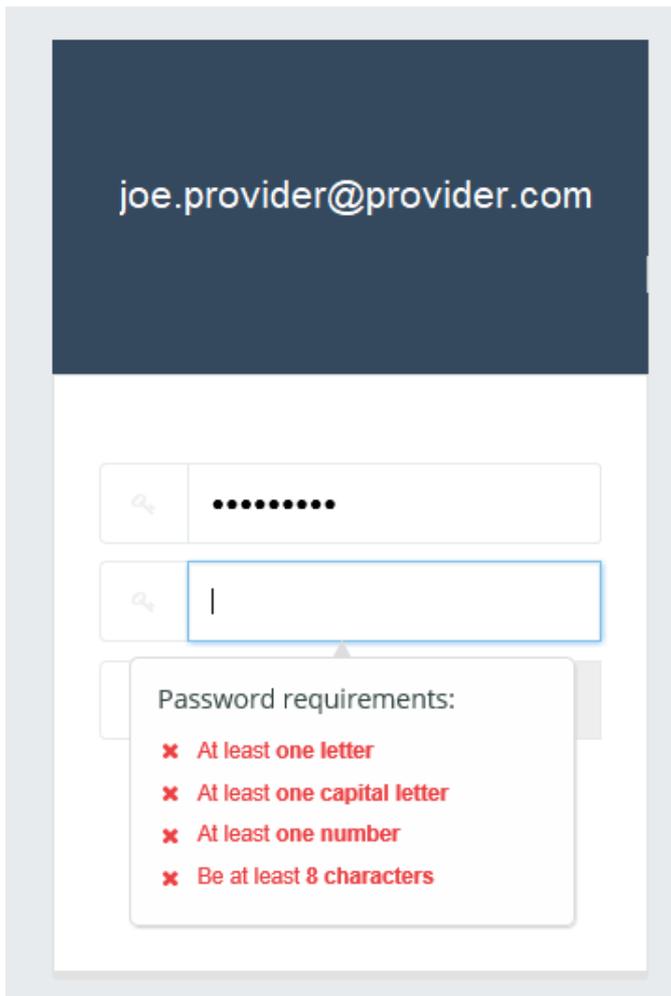
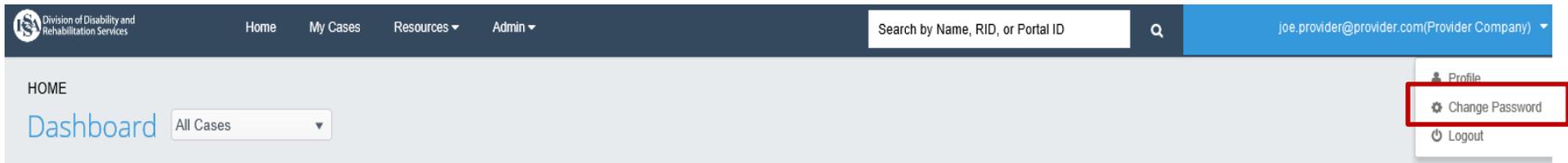
The screenshot displays the login interface for the BDDS PORTAL. At the top, the FSA logo is accompanied by the text 'Division of Disability and Rehabilitation Services'. Below this, there are two input fields: the first for the email address, which contains 'jane.doe@provider.com', and the second for the password, which is masked with dots. A 'Remember me' checkbox is located below the password field. At the bottom of the form is a prominent green button labeled 'LOGIN'.



Bookmark this URL: [www.cmportal.fssa.in.gov](http://www.cmportal.fssa.in.gov)

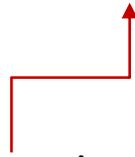


# How do I change my password?



If you know your password but want to change it, click on 'Change Password' on the top right menu.

You will be directed to this screen to enter your old password, then create a new password. You'll be prompted with new password requirements.



## Forgot your Password?

- If you forget your password, contact your System Administrator. They can reset it and provide you with a new password.
- *System Administrators:* If you forget your own password, submit a JIRA ticket. Alternatively, you can ask another System Administrator at your Agency to reset it for you.
- *System Administrators:* To reset a user's password, go to User Management, Edit User, Enter password, Save, and communicate the new password to the user.



# BDDS Portal Trainings

<https://www.in.gov/fssa/ddrs/5437.htm>

- BDDS Portal Provider Training 1: Accessing the BDDS Portal
- BDDS Portal Provider Training 2: User Management (for System Administrators)
- BDDS Portal Provider Training 3: My Cases / Caseload Assignment
- BDDS Portal Provider Training 4: Navigating the Portal
- BDDS Portal Provider Training 5: Individual Profile
- BDDS Portal Provider Training 6: Document Library
- BDDS Portal Provider Training 7: PCISP
- BDDS Portal Provider Training 8: Viewing the Monitoring Checklist
- BDDS Portal Provider Training 9: Viewing Transitions

